# west elm

## Orb Glass Chandelier Assembly Instructions

#### CAUTION:

- BEFORE INSTALLING FIXTURE, MAKE SURE THE POWER TO THE CIRCUIT IS TURNED OFF AT THE MAIN FUSE BOX / CIRCUIT BREAKER UTILITY BOX.
- Do not install into a ceiling that contains radiant heating.

#### Important Safety Instructions:

- These instructions are provided for your safety. It is very important that they are read carefully and completely before beginning the assembly and installation of this lighting fixture.
- The ceiling Toggle Bolts (E) are meant for drywall ceiling mounting only. If the ceiling is made from concrete, brick of plaster, please consult your local hardware store for assistance. Use proper hardware for your ceiling type.
- Due to the large size of this lighting fixture, the fixture must be attached to the ceiling by the use of the 2 Toggle Bolts (E) (or other additional suitable ceiling mounting hardware, not included) which supports the Mounting Plate (D) along with the two J-box Mounting Screws (C).
- The installation is not to be made on a radiant-heating ceiling.
- We strongly recommend that a professional electrician install all direct wire fixtures.
- THIS PRODUCT MUST BE INSTALLED IN ACCORDANCE WITH THE APPLICABLE INSTALLATION CODES BY A PERSON FAMILIAR WITH THE CONSTRUCTION AND OPERATION OF THE PRODUCT AND THE HAZARDS INVOLVED.
- The lighting fixture is meant for indoor use. It must be connected only to 3-wire, single-phase electrical supply systems (provided with Ground wire or equivalent protection system).
- For your safety, it is strongly recommended that two people install the lighting fixture.
- This fixture has been rated for up to seven (7) **60-Watt maximum TYPE A standard incandescent light bulbs** (not included) or seven (7) **13-watt compact fluorescent light bulbs** (not included). To avoid the risk of fire, do not exceed the recommended wattage.
- The lighting fixture is meant for indoor use, DRY LOCATIONS ONLY.
- Save these instructions.

#### WARNING:

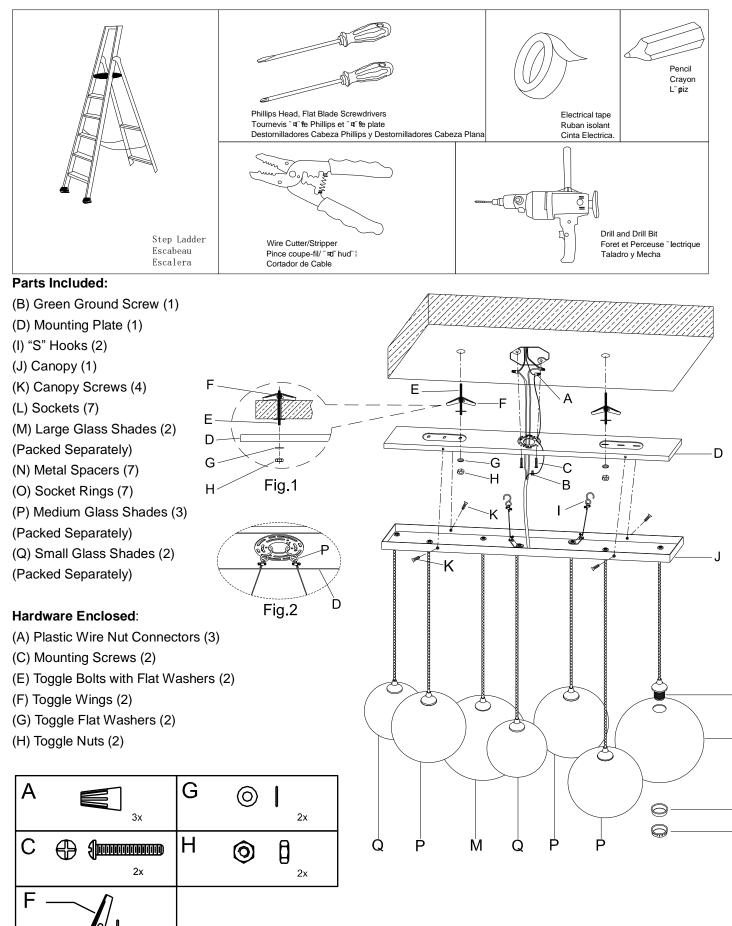
- To reduce the risk of fire, electrical shock or personal injury, always turn off light fixture and allow it to cool prior to replacing light bulb.
- Do not touch bulb when fixture is turned on. Do not look directly at lit bulb.
- Keep flammable materials away from lit bulb.
- This lighting fixture contains lead, a chemical known to the State of California to cause cancer, birth defects and other reproductive harm. Wash hands after installing, handling, cleaning or otherwise touching this light fixture.

#### **Pre-assembly:**

- Remove all parts and hardware from box along with any plastic protective packaging.
- Do not discard any contents until after assembly is complete to avoid accidentally discarding small parts or hardware.
- For your safety and convenience, assembly by two people is recommended.

#### TOOLS REQUIRED (not included):

2x



L

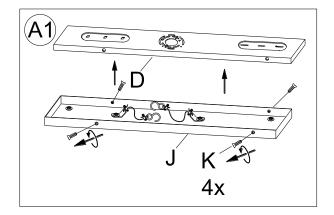
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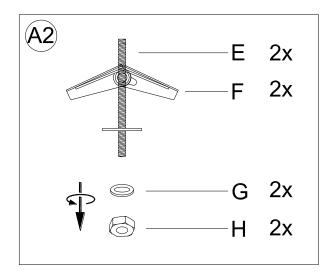
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#### **Assembly & Installation Instructions:**

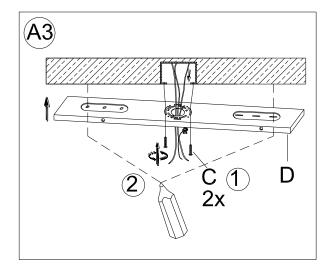
- SHUT OFF THE MAIN ELECTRICAL SUPPLY FROM THE MAIN FUSE BOX/CIRCUIT BREAKER!
- Carefully unpack all fixture parts and hardware and lay them on a clear workspace.



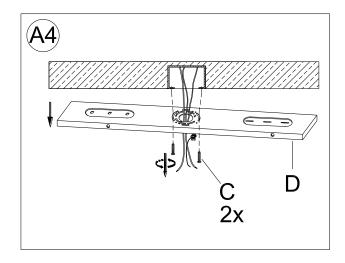
Separate the Mounting Plate (D) from the Canopy (J) by removing the 4 Canopy Screws (K). Do not discard the Canopy Screws (K) as these will be used later.



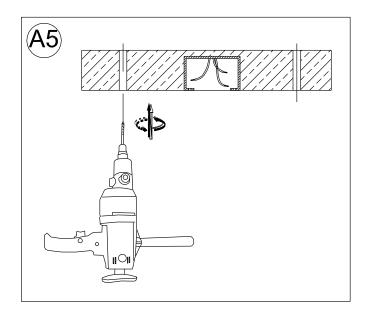
Remove Toggle Nuts (H) and Toggle Flat Washers (G) from Toggle Bolts (E) and set them aside.



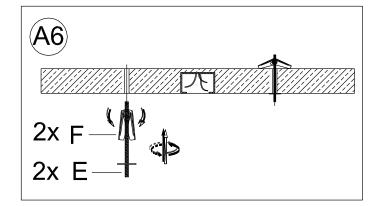
- Determine the desired location of the light fixture and temporarily install the Mounting Plate (D) to the ceiling outlet box using the 2 J-box Mounting Screws (C), insert and tighten each screw until the Mounting Plate (D) is firmly secured to the J-Box.
- Mark the 2 slot locations of the Mounting Plate
  (D) on the ceiling using a pencil



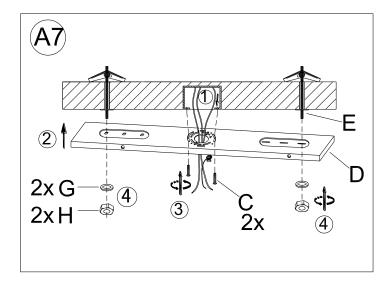
Un-installing the Mounting Plate (D) from the marked ceiling outlet box location by loosening and removing the 2 J-box Mounting Screws (C) with a screwdriver.

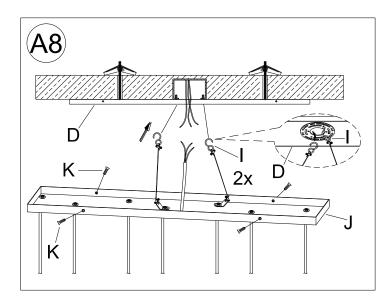


Using the drill with the appropriate size drill bit (just large enough to make hole that will allow passage of the folded Toggle Wings (F) of the Toggle Bolts (E)), drill 1 hole in the ceiling at each of the 2 marked slot locations for the toggle bolt and Toggle Wings assemblies.



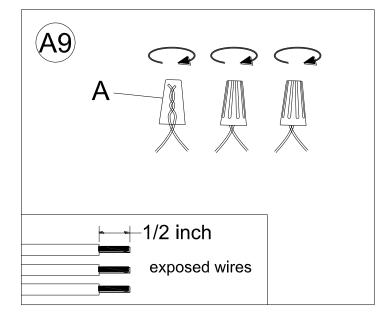
Use the **assembled** Toggle Bolts and Toggle Wings (E&F), inserted through each of the 2 ceiling holes, making sure only the Toggle Wings (F) are fully inserted into the ceiling and Toggle Wings (F) are open. Rotate each Toggle Bolt (E) in a clockwise direction until its flat washers on the Toggle Bolts (E) tight against the ceiling.



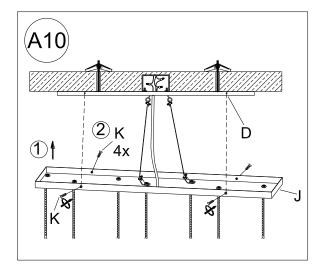


- Gently pull the existing wire down from the ceiling junction box and allow wires to hang through the center opening of Mounting Plate (D).
- Attach the Mounting Plate (D) to the ceiling outlet box using the 2 J-box Mounting Screws (C), making sure that the threaded portions of each Toggle Bolts (E) extend down through the holes on the Mounting Plate (D).
- Align the slots of the Mounting Plate(D) with the two threaded holes located on the J-Box.
- Use a screwdriver to tighten each screw until the Mounting Plate (D) is firmly secured to the J-Box.
- Position the Toggle Flat Washers (G) first and then Toggle Nuts (H) onto the extended threaded portions of each Toggle Bolts (E), against the Mounting Plate (D), then tighten each nut by hand until tight.

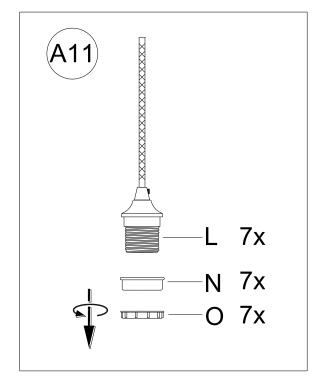
With the help of another person to hold the weight of the chandelier, securely attach the "S" Hooks (I) of each safety cable onto the slots of Mounting Plate (D). Now the chandelier can be supported by these 2 safety cables.

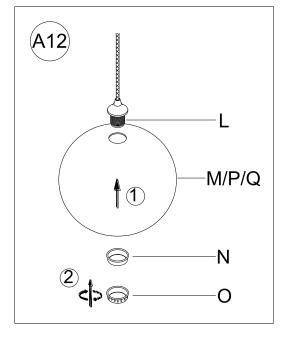


Please read the section" **To Make the Wire Connections**" Below.



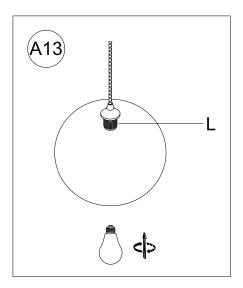
- Raise Canopy (J) up over the Mounting Plate (D), align the holes in the Mounting Plate (D) with the holes on the side of the Canopy (J).
- 2. Insert the 4 Canopy Screws (K) and tighten with a screwdriver.





Unscrew each Socket Ring (O) from each Socket (L) and remove Metal each Spacers (N).

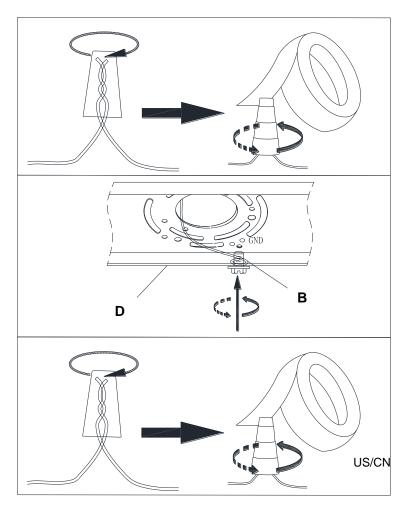
- Raise one Large Glass Shade (M) over one of Sockets (L), while holding the Large Glass Shade (M) in place, place one Metal Spacer (N) over the Socket (L) and tighten the Socket Ring (O) in a clockwise direction by hand until tight.
- Assemble the remaining Large Glass Shades (M), Medium Glass Shades (P) and Small Glass Shades (Q) onto the remaining Sockets (L) using the same procedure as outlined in this step.



Insert the specified light bulbs into the Sockets (L). DO NOT EXCEED THE SPECIFIED WATTAGE.

#### To Make the Wire Connections:

- Gently pull the wiring from the ceiling junction box and allow wires to hang. The HOT or LIVE wire is usually black. The NEUTRAL wire is usually white. Check to see if there is a ground wire that is usually green or green with a yellow stripe or exposed copper metal wire. If need, use a pair of wire strippers to remove about 1/2 inch of insulation from each wire.
- 2. Carefully inspect the pendant's fixture wires. The NEUTRAL FIXTURE WIRE is White. The HOT FIXTURE WIRE is Black. And the GROUND WIRE is Green. If you have any doubt and cannot identify the power-supply wires with confidence, then we recommend that you ask an electrician and that you not continue with the installation.
- **3.** With the help of another person to hold the weight of the fixture, attach the fixture wires to the junction box wires as shown in the illustrations.



Connect the GROUND FIXTURE WIRE to the GROUND J-BOX WIRE using the Plastic Wire Nut Connector (A) and wrap the connection with electrical tape. Be sure that no wire strands are exposed.

If the junction box DOES NOT have a GROUND WIRE, wrap the fixture's bare ground wire around the Green Ground Screw (B) and insert the screw into the Mounting Plate (D), marked as "GND", and tighten screw to secure the wire.

Connect the NEUTRAL FIXTURE WIRE to the NEUTRAL J-BOX WIRE first and then connect the HOT FIXTURE WIRE to the HOT J-BOX WIRE using the Plastic Wire Nut Connectors (A). Wrap these connections with electrical tape. Be sure that no wire strands are exposed. 7/8

#### NOTE:

#### IT IS IMPERATIVE THAT THE JUNCTION BOX IN YOUR HOME BE PROPERLY GROUNDED! DO NOT REVERSE THE HOT AND NEUTRAL CONNECTIONS OR SAFETY WILL BE COMPROMISED.

4. Check the wiring connections and if all looks good, gently tuck the wire connections neatly into the ceiling junction box

#### **Care Instructions:**

- Wipe clean with a soft, dry cloth or static duster.
- Always avoid the use of harsh chemicals or abrasive cleaners as they may cause damage the fixture's finish.

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